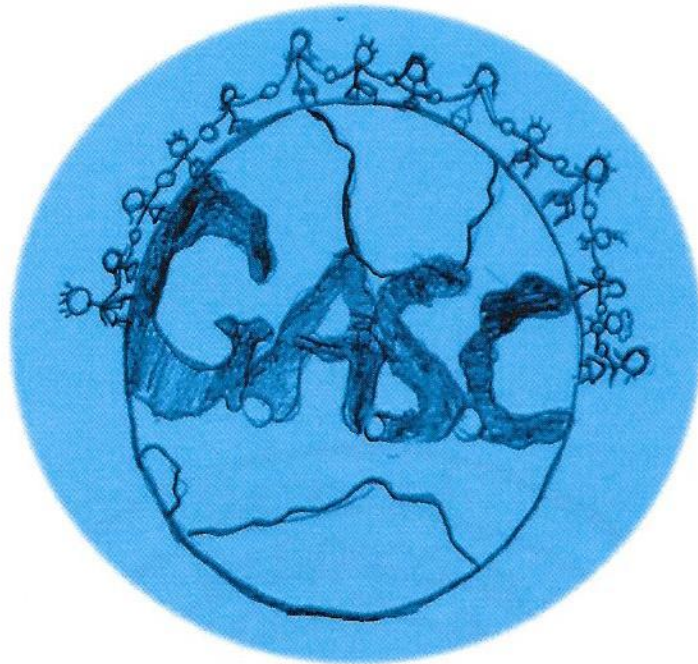


# Garneau After School Centre

# Parent Handbook

Revised May 2022



## **Important Phone Numbers**

Garneau After School Centre-	<b>(780)432-0345</b> <b>(587)783-0021</b> Cell Phone (used for Field Trips and after hours emergency)
Garneau School -	(780)433-1390
Remedy Cafe ( <b>Emergency Location</b> )-	(780)433-3096 8631-109 st NW

## **Management email addresses**

**Mary Carey**

*Executive Director*

[gasc@telusplanet.net](mailto:gasc@telusplanet.net)  
[mary.gasc99@gmail.com](mailto:mary.gasc99@gmail.com)

**Jessica Moore**

*Assistant Director*

[jessica.gasc87@gmail.com](mailto:jessica.gasc87@gmail.com)

**Haley VanderZwan**

*Program Supervisor*

[haley.gasc87@gmail.com](mailto:haley.gasc87@gmail.com)

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## **Welcome**

Welcome to Garneau After School Centre (GASC). This handbook has been designed to inform you of our policies, procedures and philosophies. We wish to ensure that your experience at GASC is a positive one. Please take the time to read this handbook and keep it for future reference. Our staff members are always available to answer any questions you may have.

## **Garneau After School Care (GASC)**

### **Past**

Garneau After School Centre was founded in November 1975, under the name of Garneau Community After School Society. Originally located in the Garneau United Church, the Centre was moved into Garneau School in September 1981.

### **Present**

We are a not for profit organization. We have an Alberta Provincial License through Alberta Children Services. We are licensed for 72 children and can enrol children entering grade 1 through grade 6. GASC's management includes an Executive Director, Assistant Director and Program Supervisor. Each brings education and experience with school age child care. We employ a variable number of part time staff.

### **Future**

We have no future plans to move or expand our Centre. Our long range goals are to continue to provide the best care possible to each and every child, and to maintain our fine reputation as a well respected and well established school age child care facility.

## **Mission Statement**

To provide, together with the family, a quality, school age child care program, in a safe and fun environment, where the children can play and learn life skills in an atmosphere of trust and support.

## **Board of Directors**

GASC is a Not for Profit Centre, governed by a volunteer Board of Directors, made of parents with children enrolled in GASC. As a parent with a child enrolled at the centre you have the opportunity to help make decisions regarding the program and its policies. Your family is also a member of the Garneau After School Centre Society, which entitles your family to voting privileges at the Annual General Meeting (AGM). You will work closely with the Executive Director and meet on a regular basis to discuss program policies, financials, etc. Please consider volunteering as a Board Member. We provide childcare and a light supper, for parents attending the Board Meeting. Your time and energy is appreciated, in the effort of making GASC a vital community.

## **Management Team**

GASC has three full time employees, responsible for managing the day to day as well as long term business and program goals. Mary Carey is the Executive Director, with over 35 years of experience as an Executive Director and an administrator in the Early Childhood Field. Mary graduated with an Early Learning and Childhood Diploma in the early 1980's. Mary is responsible for the day to day operations of running the centre. Mary provides a warm and caring environment for all who enter the centre. She supervises all staff to ensure children and families have a positive experience in the centre. Jessica Moore is the Assistant Director with 7 years of experience in program execution, as well as education in Early Learning and Child Care and a Degree in Education. Jessica is a proud Mom of Jace who was born in August 2019. Haley VanderZwan is the Program Supervisor with 5 years of experience. Haley has education in Early learning and Child Care as well as a Degree in Education. Each full time staff brings their own passion and creativity to the GASC program. The management team works together to ensure children and their families have a positive experience at GASC.

## **Staff**

Our staff at GASC strives to provide your child with quality care. Our staff members meet the staff requirements as set out by Alberta Children Services, Child Care Licensing, with certification in First Aid, police security clearance and Staff Qualification certification.

The staff come to us with a variety of experiences, interests and education. The staff members are dedicated to providing a well balanced program that meets the needs of each individual child, their family and the group.

## **Hours of Operation**

GASC will be open from 7:30am close promptly at 5:45 pm, Monday to Friday. We are closed for Statutory holidays, during our summer camping days, and during Edmonton Public Schools' winter break.

**Late Fee:** When a parent is late picking up their child, a fee of \$5.00/minute/child will be charged to the parent. The payment is to be made in cash. In order to avoid this charge it is recommended that parents phone GASC and let the staff members know that they will be late for unforeseen reasons.

**Children Left After 5:45 pm-** In the case of an emergency and neither yourself or any other authorized persons are able to pick up your child, please call GASC and explain your situation. If a child continues to be in our care after closing, we will phone all numbers listed in your child's file. If we do not reach you, we will then call the Emergency Contact person you have delegated, to come and retrieve your child. In the event that they are unreachable, the Executive Director or staff member in charge will be called, while efforts to reach you continue. If, by 6:45 pm, we are unable to reach you or the emergency contact, we will then contact Child Intervention (24 hours Crisis Unit) who will come and pick up your child. You will then have to pick up your child through Alberta Children's Services.

Prolonged lateness in collecting your child will not be tolerated and will result in termination of child care services.

## **Daily Schedule**

### **School Days**

7:30 am- 8:35 am	-staggered entry and self directed play -choices of experiences will be provided -snack is offered - outside play will be offered (weather permitting)
11:30 am-12:25 pm	-children eat lunch provided from home -self-directed play in the rooms or outside play options
3:30 pm-5:45 pm	-snack is offered
2:20 pm-5:45 pm (Thurs)	-self directed play in room w. Outside play options

- provocations connected to interests we have  
Observed of children
- gym, technology option weekly

### Non school Days

7:30 am-9:00 am

- staggered entry and self directed play
- choices of many experiences
- snack is offered

9:30 am- 10:00 am

- meeting of group to review attendance and choices

10:00am- 12:00pm

- choices of planned experiences or leaving GASC

12:00pm-1:00pm

- lunch and quiet time of self directed experiences

1:00pm-3:30 pm

- programmed experiences or field trip

3:30pm-4:00pm

- snack is offered

4:00pm-5:45pm

- programmed experiences, outside, self directed Play

### **Family Involvement Policy**

When parents and staff work together as a team, we are both able to provide the best experiences for children. We strongly recommend that parents come into GASC on a daily basis, so that they may keep in touch with their child's experiences as well as our staff and our program.

GASC encourages parent participation in the Centre. Parents are invited to become involved in the manner they choose.

### **Procedures**

- Board of Directors- GASC is governed by a volunteer board, consisting of parents from Garneau After School Centre. Parents are welcome to join the Board and attend Board Meetings.
- Annual General Meeting- Our November Board meeting is an important opportunity for parents to become involved in their child's program. This meeting highlights and reviews events of the past year, with a report by the Executive Director. Elections of Board Members will be conducted. Parents are able to address any issues of concern they may have at this meeting or provide the Board and Executive Director with valuable feedback. All parents are voting members of Garneau After School Centre.
- Parents are welcome to read the Society's Bylaws or GASC Annual Review at any time.

- Information Sharing is very important. We encourage parents to have daily contact with staff so that significant information regarding their child may be shared. The Executive Director is available to address any concerns parents may have.
- Parent Resources are kept in the GASC library, the offices and the Bulletin Boards. These are available for parent use.
- Written communication occurs for each parent through the website <https://www.garneauaftercare.org/> in the form of newsletters and a blog
- We correspond through email and telephone as well
- In the event of a parent having a grievance, we encourage them to follow the steps laid out in the Grievance Policy. (see pg. 14)
- A Parent survey is sent out annually. All feedback from the parents assists us in providing quality care for their child.
- Every second year we are given a casino date, from AGLC, that we run with volunteers. The success of this volunteer action provides us with a large sum of money. It is expected that parents volunteer for this fundraising effort, or that each family has representation at the casino. We use this money throughout the year for upgrades in GASC. If you are unable to volunteer for a casino you will be asked to pay for one month of care on top of your regular monthly fee payments.
- We are a Registered Charity and provide tax receipts for any donation (monetary as well as gifts in kind).
- We welcome parents to visit their child at GASC at any time that is convenient for them. We value family connections and are happy to see parents at any time during the day.

### **Program and Planning Philosophy**

At Garneau After School Centre, we have a child centered approach to child care. We believe that each child should have the opportunity to learn through their play experiences, enhancing their developmental growth as well as learning life skills. Our program encourages children to respect themselves, others and their room environment, to be responsible for their behaviors and choices they make throughout their day, and to show cooperation. Our program is designed to meet the emotional, physical, intellectual, social and creative needs of each and every child.

We at GASC believe that children are capable, strong and resourceful. This image informs our decisions throughout the day to support children's experiences and learning. Children are the drivers of the programming, their interests, their social interactions are the root from which we create the programming.



Adults at GASC engage with children in order to scaffold their learning and enjoyment. Adult child relationships are respectful, with positivity highlighted always. Adults are very mindful and sensitive to each child in the centre, creating an environment of trust and open communication.

Children have rights and privileges at GASC. Children rights include those required in the UN Convention on the Rights of the Child which include Article 12 (child friendly language) You have the right to have your opinion, and for adults to listen and take it seriously. We help children work inside a democratic society, therefore, we often vote on issues. Children have a great deal of say about what happens in their room. We work with children to provide equity, so that individuals and the larger group receive what they need. We assist children to have a safe community both physically and emotionally within GASC, where the expectation is to have peaceful relationships.

We believe in using natural and logical consequences in order to help children learn, with an emphasis on respect, responsibility and cooperation as our overarching expectations.. Children solve problems and issues with others, together. An adult is available to assist in the process, but it is the role of the children to discuss the problem and find a solution that meets everyone's needs.

Our daily program routines are created with an emphasis on giving children as much time for experiential play as can be afforded. We believe children need uninterrupted time to participate in experiences. Outside options are important for children, using their larger muscles to build strength, use their whole body, and to connect to nature. We encourage outdoor experiences on a daily basis, weather permitting.

The daily experience offered to the children are based on an emergent curriculum model. This model involves adults observing and documenting what children are playing and which concepts children are investigating. Children become part of this process to ensure their views, needs and wants are evident. Children investigating a concept have the support of daily/weekly experiences delivered to enhance their discovery, along with adults that scaffold their new learning.

Along with the emerging interests, we offer new or repeated experiences to encourage children to be engaged and playful. Children often chose to work spontaneously, therefore, we have many materials on hand to inspire and fulfill their wants

We support children during the school year, but also provide full day child care when there is no school. Staff will plan for Spring Break and summer with careful thought and consideration of what each age group would like to do during these holidays.

Child culture is a concept that we support. Children have "a way of being a child" and "child to child learning" that adults often do not understand and children think we won't understand anyway. We support children to play in this way. For example, rough and tumble play (wrestling), Pokemon cards, and Beyblades. These investigations, some of them commercial, are valid in children's lives, therefore valid in our program.

We use the environment to help children stay engaged and excited to be at GASC. Children have many opportunities to act on their environments as well, we offer many objects to help them feel success in creating their vision.

Parents and families are a vital part of GASC. We value their relationship with their children and understand that parents are the primary influence on their children. When parents can help children by visiting, showing us their talents, and can bring their culture to GASC, we are very appreciative. We take feedback very seriously and look to improve our practise with children constantly.

Our philosophy of both program and program planning is a thoughtful process, rooted in history and evolving theories. The employees of GASC are dedicated to providing a program that meets the needs of children and their families, so that children can have positive experiences that ultimately help create a foundation that children can flourish from.

### **Accompaniment Policy**

GASC staff will accompany children to their classrooms, when children are new to the school, until they show they are confident, by telling us or by their success rate, to get to their classrooms on their own. GASC staff will accompany children to their classrooms as part of a trust building method to ensure they are being responsible.

### **Field Trips**

Please be mindful of the time we are leaving GASC for a field trip. Our daily plans for field trips will be posted many days prior to the event. Please have your child at GASC, at the latest, 30 minutes prior to us leaving. This allows the staff to ensure your child has everything they need and that they are prepared to leave. If you come to GASC and we have left, there will be a note on the east entrance explaining where we have gone. Our cell phone number is posted on the GASC sign above the buzzer **(587)783-0021**. Please add this number in your phone.

GASC will cover any costs that are accrued on a field trip, so you do not need to send any money with your child.

### **Admissions Policy**

It is the policy of GASC to admit any child to the Program, provided that the program and staff are able to meet the needs of the child and the parent agree to comply with all policies.

If there is a time that GASC has a wait list for entrance in the program, priority will be given to families and siblings of children already in the program.

**An agreement for full time care entitles the family to morning, lunch and after school care, along with full day care for PD days, Teacher’s Convention, Spring Break and Fall Break.**

### **Closure Dates**

GASC will be closed on the following days:

New Years Day (Jan)	Victoria Day (May)	Labour Day (Sept)
Family Day (Feb)	Canada Day (July)	Thanksgiving (Oct)
Good Friday (Mar/April)	Civic Holiday (Aug)	Remembrance Day (Nov)
Easter Monday( Mar/Apr)	Camping Trip (July/Aug)	National Day for Truth and Reconciliation (Sept)

\*GASC will be CLOSED during Edmonton Public Closure of Winter Holiday (Dec/Jan)

GASC will remain open on any of the above mentioned days, if Edmonton Public is in session. If a Statutory Holiday lands on a non working day, GASC will be closed the Friday before or Monday after, in lieu of.

On non-school days GASC may close if enrollment is 10% or less of the current enrollment. If this should happen we will assist you in making alternate arrangements.

### **Room Changes**

At GASC our school Year runs September to June. Our summer program runs July and August. Children are generally moved in July and September, based on children’s levels of maturity and social groupings. Moving children from room to room is a thoughtful process and we will inform you in advance when this happens.

### **Fees**

Fees are due on the first working day of each month. Email transfers are requested and can be sent to [gasc@telusplanet.net](mailto:gasc@telusplanet.net) , Post dated cheques, made payable to **Garneau**

**After School Centre** (cheques made out to GASC will not be accepted by our bank), and cash are also accepted methods of payment.

**Delinquent Fee Policy**- A fee of \$5.00 per day to a maximum of \$25.00 will be charged for late payment of fees. Non payment of fees for 90 days will nullify the care agreement and termination of services will be immediate.

Note: If you are experiencing financial difficulty, please contact the Executive Director immediately, to arrange a payment schedule.

**N.S.F cheques**- There will be a \$5.00 charge for all returned cheques

**Tax Receipts**- Annual Tax Receipts will be available in February.

### **Notice**

We require one month written notice to [gasc@telusplanet.net](mailto:gasc@telusplanet.net) to remove your child from care. There will be a one month fee charge when notice is not provided. Appeal of this policy can be made in writing to the Board of Directors.

### **Child care subsidy**

Child Care Subsidy applications are available on the website; [www.alberta.ca](http://www.alberta.ca)>child care subsidy. Please apply online and inform GASC Management of your status.

**Summer Vacation Fee Policy**- Monthly fees for July and August are due on the first working day of each month. A Needs Assessment questionnaire will be emailed to each family in April. Please respond with your plans for the summer. This process allows us to fill spaces and maintain the budget. If you request to remove your child from care during summer months, you will be required to pay a holding fee in June. There is no reduction of fees for holidays.

**Summer Only fee Policy**- There will be a one month minimum charge for any care reserved in July and August. Summer fees are non-refundable and non-transferable should a booking be subsequently cancelled by a parent. Please provide post dated cheques for both summer months.

**Field Trip Fee**- Field Trips may be scheduled during Teachers' Convention, Spring Break, Fall Break, Professional Development Days, Summer Program, GASC reserves the right to charge a nominal fee to offset costs. A needs assessment questionnaire will be emailed to families to determine the enrolment for these full days of program.

### **Exchange of responsibility for your child**

GASC will only assume responsibility for your child when they are turned over to our staff member for care. We require you bring your child into GASC to ensure they are handed over from parent to care provider. Children that have been dropped off in the parking lot and make their way inside are not within our care and therefore are not our responsibility.

The reverse is true for picking up your child. Please make contact with a staff member so that we know we are no longer responsible for your child.

**Children arriving prior to 6:45 am will be unsupervised and therefore not the responsibility of GASC.**

### **Release Policy**

Parents must call ahead, personally tell a staff member, or email GASC management if someone other than themselves will be picking up their child. This must be done, at the latest, the morning of the day your child is going home with someone other than yourself. **Staff will not release children unless they have parental permission.** The staff must receive verbal notification from the parent to release a child under our care to another school aged child. This includes cases where a parent is waiting in the parking lot, and has sent another child to pick up the child from GASC.

### **Bussed Children**

If a child is bussed to or from GASC, the child will walk to GASC from the bus stop unless the parents and Executive Director have a written agreement stating otherwise. If the child does not arrive within ten minutes of the regular drop off time, the staff will check the outside area and then phone the bus company to ensure the child was on the bus. The parent will be called. If the child remains unaccounted for, the staff will continue to search the grounds extensively and then call the authorities.

### **Parking in the School Parking Lot**

**Please be advised that parents of GASC are asked to park ONLY in VISITOR parking spaces. All numbered stalls are reserved, at all times, for staff members**

**of the building. PARKING IN THE EMERGENCY ACCESS AREA IS STRICTLY PROHIBITED.**

### **Emergency Plan**

#### **Evacuation Procedure**

1. At the sound of the alarm, all children exit through the closest door, led and followed by a staff
  - a. Room 1,2, and 3: Use East Doors
  - b. Room 7: Use front entrance to school on 87 Ave
  - c. Gym: Use fire exit
2. A staff member will take the Emergency Binder and Attendance (ipad), will walk the children out the exit door and proceed to the designated meeting place (east fence along 109 street).
3. The supervisor on site will check all play areas, office and washrooms for children before exiting the building
4. As soon as the children are lined up at the fence, the staff will confirm attendance.
5. For a drill, staff and children will proceed back inside
6. In the event of an emergency, we will proceed to the emergency location and contact parents.

**Emergency Location- Remedy Cafe- 8631-109st NW (780)433-3096**

#### **Lockdown Procedures**

The Edmonton Public Schools Lockdown Procedures will be followed if there is an immediate threat to occupants of the building.

### **Termination of Enrollment Policy**

The GASC Board of Directors reserves the right to terminate a child's enrollment for the following reasons;

1. Uncooperative Parents
  - a. Inappropriate drop offs and pickups (refusing to follow policies)
  - b. Refusal to address problems encountered
  - c. Inability of the child and/or parent to comply with the policies of GASC

- d. Any inappropriate action made against a child at GASC
  - e. If parents are rude, difficult, verbally abusive towards staff, (bordering on harassment).
2. GASC is unable to meet the needs of the child or family, i.e. Staff are not equipped or trained to deal with specific behaviours or specific needs
  3. Outstanding fees of more than 3 months (see Delinquent Fees Policy)

GASC reserves the right to terminate care on the above without notice.

### **Impairments**

For the well-being of the child, the child will not be released if the staff person feels that the parent is incapable of caring for the child, due to impairment caused by alcohol, drugs or any other reason. In this event, alternative arrangements will be made at the parent's expense. This may include calling a taxi or contacting the emergency contact person to pick up the child. Failing this, police or social service agencies will be called.

### **Grievance Procedures**

Should a concern arise regarding the GASC program, the administration, or any staff member, it is our protocol that the complainant is to first approach the Executive Director or Assistant Director to discuss the concerns. In the event the grievance relates specifically to the Executive Director and a resolution can not be met, it is expected that your concerns will be addressed to the GASC Board of Directors in a written form. Address the grievances to the Chairperson of the board, who will respond to you either in person, by telephone or email. Alternately, in the event that the Executive Director raises a concern to the Board, you will be contacted by the Chairperson to provide your input.

The first level of your grievance will be reviewed by the Board of Directors, who will respond to your concern in writing.

In the event that the issue cannot be resolved at the first level, you may further address your concerns to the Board of Directors in person. Such a meeting must be requested in writing and must clearly outline your grievance and the steps you have taken to this point to resolve the issue. A subsequent meeting may or may not be granted, but will be decided by a consensus of the Board. Any decision will be provided to you in writing with supporting reasons.

Each situation is to be considered on its own merit. Therefore, no specific guidelines are being presented for the purpose of this policy.

Every reasonable effort will be made to resolve the issue, but in keeping with the mission statement of GASC, the collective well being of the children will be the primary concern. The Board, therefore, reserves the right to rule on uncooperative or unreasonable behaviour by child or parent, and may terminate child care services without notice in what they deem to be extreme or dangerous circumstances.

As the Board of Directors is considered to be a fair representation of the parents at GASC, the decision of the Board is final. Care may be terminated or a suspension may be put in place dependent on the seriousness of the issues in question.

### **Illness and Medication**

If your child should become ill while at GASC, a staff member will call you. It is your responsibility to make arrangements for your child to be picked up. GASC will not accept responsibility for children who are ill or have a fever. We will not provide care for a child who arrives at the GASC with visible signs of illness or a fever. Should your child contract a highly transmissible ailment, eg. pink eye, lice, we ask that they be excluded from GASC until a treatment plan is in place. Please be aware that in group care facilities these issues can spread quickly and to numerous people. Please ensure your child is able to take part in the GASC program before bringing them back.

### **Medication**

As per our Alberta Children Services licence, medications must be brought in by the parent, and be in the original container. Prescription medication must be labeled with the child's name, the date, the doctor's name, the amount of medication to be administered and the time of administration. Parents will be expected to fill out and sign a GASC Medication form. In the case of allergy medication or pain medication you will be asked to describe the symptoms the child shows when they need the medication.

Non-prescription medication can be administered providing the above criteria are adhered to.

GASC does not keep medication on hand for children (eg. children's tylenol)

Parents are required to inform GASC staff of any illness, allergy, behaviour needs, or challenges on the registration form of each child.



GASC, at the discretion of the Executive Director, may refuse to administer medications or procedures at GASC (eg. insulin injections, oxygen, suppositories) for which the staff do not have the expertise or confidence to administer.

### **Medical Emergency**

In the event of a medical emergency or injury requiring professional medical attention the parent of the child will be notified immediately and, if available, will come directly to GASC to take their child into their care. If the parent is not immediately available, the emergency contact person will be contacted. If neither of these contacts is immediately available, GASC will call an ambulance, at the parents expense. In some cases your family physician may be contacted to assist.

The staff is required to fill out an incident/injury form for any injury that causes the child to require first aid or will leave a mark on the child. Staff may phone a parent if they feel the parent needs to be informed of an injury even if it is not a medical emergency. The parent and staff member will discuss if the child needs to go home.

### **Communication Policy**

GASC is committed, along with families, children, staff members, schools and community members to act in a respectful and professional manner in order to facilitate positive relationships and create an optimum child care experience.

### **Families**

Families of children registered at GASC have the right to be fully informed of their child's experience while involved in the program.

GASC has a responsibility to provide families with information regarding the program and its daily structure, as well as the information about their child's experience and involvement.

- Written Communication
  - Items of communication that pertain to all families will be made available on a consistent basis, through email or on our website <https://www.garneauaftercare.org/> for example:
    - Newsletter- website
    - Notification of program staffing changes-website and on communication board in each room
    - Parent Handbooks -email and website
    - Menus- on communication board in each room
    - Programming- on communication board in each room

- Verbal Communication

- Verbal communication will be used to establish a positive relationship with each family and to instill a sense of open communication. Staff members will take care to acknowledge families when they arrive and leave the centre. We will take each opportunity to offer relevant information about their child's day.

**It is the responsibility of the parent to report any change (as soon as possible) in their address, phone number, workplace, emergency contact information. We request parents to review and update this information annually.**

### Parent Participation and Feedback

GASC will provide parents with opportunities to offer feedback regarding the program through conversations with staff, invitation to the AGM and through parent surveys. Information gathered from parents will be reviewed by the staff and changes to the program may be made accordingly. All comments and suggestions will be considered on an individual basis.

### Board of Directors

- Parents are encouraged to serve on the Board of Directors. For more information, please speak with the Executive Director or Chairperson of the Board.
- Regular Board meetings will be held, with a minimum of 4 per year. All Board members are encouraged to attend. The Executive Director will provide an Executive Director report at each meeting with an outline of topics to report on. These meetings will be used to discuss policies and procedures, financial reports, programming and any other relevant information regarding child care and the program.

### Emergency Contact Information

The emergency telephone number is posted on the east entrance of Garneau School, for parents to use for after hours contact as well as contact when the children are on a field trip.

### Sharing Confidential Child Specific Information

Information pertaining to individual children will be communicated in a formal and confidential manner. Instances of injury, illness or serious behavioural incidents will be documented in an Injury/Incident Report that will be reviewed by the parent. A copy of each Injury/Incident Report will be kept in the child's file in the Executive Director's locked office.

### Parent Information Board

Each child care room contains a Parent Information board, with relevant information posted on it. This will include but is not limited to:

- Documentation regarding children's exploration
- Information regarding local community events
- Relevant Articles
- Resources that are available for outside agencies
- Copy of the monthly newsletter

### Whiteboard in Entry

The whiteboard found in the east entry of the school is updated each day, throughout the afternoon. The written information explains where each group or individuals can be located by parents. This board also contains reminders or announcements relevant to parents.

**We will help children to remember to bring items to and from their school room. We will allow them to return to their class to retrieve items for 10 minutes after the end of day bell rings. If your child forgets something in their classroom, please ask a staff member to help you retrieve it.**

### Children

Staff members interactions and communications with children are positive, respectful and sensitive, while scaffolding children's learnings.

### Child Involvement

Children will be given the opportunity to communicate feedback regarding the program in a number of different ways. These include, but are not limited to:

- Annual child surveys
- Children are asked for input into all components of the program- experiences, field trips, summer favorites
- Each room has a suggestion box
- Open ended discussions with staff
- Observations of children by staff
- Children may ask for what they need- including supporting other not for profits, and toys

## Sensitive Interactions between children and staff members

Adults will

- active listen with children
- join children at their level
- use and teach empathy
- use interactions to increase and deepen relationships
- validate children's concerns
- have a high image of children
- use interactions to increase trust
- use natural and logical consequences
- Be sensitive to the value system of children's homes

## School

GASC builds relationships with the schools that the children attend in order to compliment the programs and share information. The basis for sharing information is that there is reasonable belief that the information shared will be in the best interest of the children.

- Information regarding the child may be shared to ensure that consistency is maintained between the two entities.
- In appropriate cases, both parties may collaborate to create IEP's that are consistent in their methods and implementation
- The Executive Director will ensure that partner schools share information regarding upcoming events and other pertinent information
- GASC staff members will take every opportunity to build strong, professional relationships with school staff to establish a positive working rapport.
- School administration will be provided with information about GASC to share with school families, when needed
- School administration will be provided with a list of all GASC children.

**Please feel free to advise us of any messages you would like us to convey to the school. We are very happy to help.**

## Community

GASC will work to identify partners in the local and global community.

- Children will be given the opportunity to identify projects to support and offer suggestions for their involvement with those organizations
- Staff will look for opportunities for community involvement to actively promote the idea that community involvement can encompass the sharing of time and skill to benefit community organization.

- GASC will strive to build working relationships between community organizations that will support the children at GASC. These could include, but are not limited to, City of Edmonton opportunities and U of A facilities.

### **Child Guidance Policy**

Our main objective in guiding children is to help them gain confidence in solving issues, using respect (for themselves and others), taking responsibility and cooperating with each other. We guide children using natural and logical consequences.

### **Procedures**

#### Child Problems

- When a problem arises, children speak with one another (with or without a staff member present) to solve the problem. Children have issues with others throughout the day, at school, on the playground, and at GASC. We believe if we encourage them to solve the problems, then issues that adults do not know about, eg. something has happened on the playground, can be solved at the most appropriate level. We believe that children (with support) can solve their problems.
- There is a step by step process we follow to encourage the discussion and resolution of problems
  - The children that are having an issue speak with each other about their issue
  - A collaborative solution is generated
  - Children shake hands or nod to signal the acceptance of the solution and to signal that this issue is complete.

#### Behavioural issues

- When behaviour issues arise that children can not solve, adults will ensure that all children are safe (emotionally and physically). Adults play a key role in helping children see how their actions affect others and their relationships. Logical consequences may be given to help children learn and remember, that respectful relationships are expected.
- When a serious or persistent issue is identified. The staff will begin documenting and observing the children involved. We are looking for precursors to the

behaviour, particular dynamics and initial body language the child exhibits before the behaviour escalates.

- Parents will be notified if there is a serious or persistent issue with their child's behaviour. We will meet with parents to review the observations and hear the parents interpretations. We will work on a plan forward with the best interest of the children as first priority.
- GASC has some choices of resources for parents, if the parent and GASC feels that the child would benefit from further professional help.

We reserve the right to refuse care to any child whose behaviour cannot be managed by the staff at GASC. The decision to refuse care would be based on the Termination Policy.

If a child is having a particularly difficult time, or is very emotional before class begins, we will escort the child up to their class and explain the situation to their teacher. This can help the teacher understand the child's behaviour and help the child have time to relax.

### **Health Policy**

At GASC we ensure children are receiving nutritionally balanced snacks that follow the Canada Food Guide. Nutrition is fundamental to a sense of well being, and will meet the growth, development and activity needs of children and youth. Hand washing is encouraged before and after eating, and when children's hands look dirty. We follow all Alberta Health Guidelines that affect the health and well being of children, staff and families at GASC.

We strive to work together with families, school and community to help children develop attitudes and skills for healthy eating and healthy practices. We are "Nut Free".

### **Procedures**

- Provide a monthly snack menu that follows the Canada Food Guide posted in each room and are Nut Free.
- Snacks will be served from 6:45 am -8:15 am, and 3:30 pm.
- Snacks will be served in individual servings to each child
- Encourage proper hand washing before eating, after toileting, when hands are dirty etc.
- Hand washing procedures are posted by all sinks
- Menus are posted in each room and in the kitchen
- Allergies and restrictions are posted in each room and in the kitchen

- Staff provide alternatives for those with allergies and restrictions
- First aid certificates are posted in each room
- Custodial care is provided every night
- First Aid Bags are available in each room
- First Aid Bags are taken outside, to the gym and on all field trips
- Medications for those children attending will be taken on all field trips
- Parents are required to send sunblock SPF +60 or higher, water bottle, hats, and bug spray for their child during the summer months.
- We will stay inside when the temperature or wind chill brings the temperature to -23 degrees.

**GASC does not provide lunch for children. We do have food in the case of a forgotten lunch. We accept heat-ups for lunch during the school year. We do not accept heat-ups during summer months. We serve milk and water at lunch and snacks. We encourage families to send healthy lunches from the food groups listed in the Canada Food Guide.**

**We provide a calm, polite and relaxing environment for children to eat. We encourage children to eat their main course first, then fruit and vegetable, leaving their dessert for last. We encourage children at the very least to eat half of their main course for lunch. Children decide if they would like to eat at snack time. Alternates will be given for allergies, religious and dietary restrictions. Please contact us at any time if you have concerns regarding your child's eating habits.**

**Please send your child with proper seasonal clothing to enjoy outdoor experiences year round. It is our policy that we will stay inside when the temperature reaches -23 with or without the windchill factor.**

**Please ensure your child has indoor shoes at all times, to ensure feet safety.**

### **Safety Policy**

Safety of the children enrolled in GASC is our first priority. All staff members and parents must adhere to the following procedures to ensure safety of children. We follow Alberta Health and Safety Guidelines as well as Alberta Children Services Guidelines to ensure your child is safe during their time at GASC.

GASC's indoor and outdoor space provides opportunities for children to creatively explore their individual and group interests.

## **Procedures**

- A daily indoor and outdoor safety checklist is conducted and recorded daily (maintained in a computer file)
- Regular check of equipment. Damaged toys or equipment are disposed of immediately.
- We follow cleaning protocol in accordance with AHS Health and Safety Guidelines for Child Care Centres.
- Injury/Incident reports are written and signed by the parents the day they occur to inform parents
- Monthly fire drills are conducted and recorded
- GASC meets the Alberta Children's Services Child Care Licensing Regulations
- First Aid certificates are required of all staff
- First Aid Bags are available in each room
- First Aid Bags are taken to the gym, outside and on field trips
- We encourage risky play and help the children find their level of comfort in risky play
- Safety issues are also addressed in our Health Policy

**GASC has information available that outlines the protocol for Reporting Child Abuse and Neglect. Anyone having reasonable grounds to believe a child is being abused is bound by law to report to Alberta Children Services or Edmonton Police Services.**

## **Search Policy**

**It is the parents responsibility to inform GASC if their child will be absent on any given day or portion of the day.**

Children are given ten (10) minutes from the time of the bell to check in at GASC. At this time the staff will physically search for any child that has not arrived. The supervising staff will check the communication book for information. If there is no communication regarding the child, the staff will walk to their classroom and search for them or their teacher. If they are unsuccessful in finding the child, they will check with the school's General Office to inquire if the child was picked up during the day. If unsuccessful in finding the child, a check of the staircase and washrooms will be done. If the child continues to be unaccounted for the staff will phone the parent or guardian of the child, to verify the child's whereabouts. If the child continues to be unaccounted for, the staff will continue their search inside and outside of the building, then will contact the authorities.



## **Inclusion and Diversity Policy**

GASC values each family, family structure and child with respect and dignity. GASC inspires to create a place of vitality, where rights of children as citizens are recognized and where the diversity of families is reflected and can be expressed.

### **Procedures**

Staff will:

- Develop their understanding of inclusion and diversity through professional development
- Utilize the parents' expertise in relation to their child's needs
- Create spaces where children can see themselves and their families
- Celebrate each child, their families and their child care rooms with sensitive interaction.
- Create relationships that encourage families to share their values and beliefs
- Provide food alternatives, to respect religious and dietary needs

## **Bullying Policy**

The common characteristics of bullying behaviour has three elements, 1. There is a imbalance of power 2. It is a repeated behaviour and 3. There is an intention to harm. At GASC we work very diligently to help children resolve conflicts and build positive relationships, so that these three criteria do not develop. In most cases, we will follow the protocol set out in the Child Guidance Policy. We will work with the alleged victim to increase their self-esteem and self-help skills. We will work with the alleged aggressor to increase their self-esteem and social skills. Continued work will include, observation and documentation of any further incidences or signs of unacceptable behaviour. Children will be monitored closely and supported to ensure the patterns are broken.

## **Use of Technology and Media Policy**

To ensure the use of technology is age appropriate and related to the program outcomes. Children's interests and needs can be met through balancing technology and other experiences. Use of social media will be monitored, and no images of other children at GASC may be uploaded to a social media site.

## **Procedures**

- Children in each room will vote in September on days in which they have technology as a choice (Timbits one day per week, Toonies one day per week, Peace Rivers two days per week)
- Children will be guided to use one hour of technology during their allotted day
- Multiple choices of experiences will be available, including technology, on the allotted days
- Parents will be informed if our staff becomes aware of children using social media, especially if other children's images are used. We will ask parents to ensure these images are deleted.
- Children are offered the opportunity to use GASC telephones to speak with their parents.
- Children are cautioned to speak to staff member before texting or phoning their parent.
- Password access to GASC internet connection may be revealed on a case by case basis

Thank you for reading this document. Please contact us if you have any questions or concerns. We would like your child's and family's experience at GASC to be positive.

Thank you  
GASC Staff